



Board of Directors In Camera Meeting Agenda

Date: Wednesday, October 24, 2024
Time: 9:00 - 12:00
Location: Boardroom / Microsoft Teams

Time	Agenda Item	Attachment
	1. Call to Order (Dr. S. Robertson)	
	1.1 Confirmation of Quorum	
	1.2 Adoption of the agenda	P. 1
	1.3 Declaration of Conflict of Interest	
	2. Minutes (Dr. S. Robertson)	
	2.1 Approval of previous meeting minutes - September 26, 2024	P. 2-3
	2.2 Business arising from minutes	
	3. Matters for Discussion/Decision	
	3.1 Foundation Update (R. Alldred-Hughes)	
	3.2 Chief of Staff Report (Dr. L. MacKinnon)	P. 4
	4. Consent Agenda	
	4.1 Draft MAC Report - October 8, 2024 THAT the Board of Directors approve and receive all documents as presented in the consent agenda.	P. 5-8
	5. Date of Next Meeting - Thursday, October 24, 2024	
	6. Adjournment (Dr. S. Robertson)	

MINUTES OF THE IN CAMERA MEETING OF THE BOARD OF DIRECTORS

Date	Thursday, September 26, 2024		
Time	9:15-12:00		
Location	Boardroom/Microsoft Teams		
Present:	Dr. S. Robertson, Chair	L. Boyling, Vice-Chair	C. Nagy, Treasurer
	Dr. R. Cardinal	F. Wetering	Dr. G. Raby
	C. Larocque	G. McDonald	G. Peters
	W. Rozon	H. Salib	F. Desjardins
	R. Alldred-Hughes, CEO	K. MacGillivray, CHRO	Dr. L. MacKinnon, COS
	L. Ramsay, CFO	R. Romany, CNE	
Regrets:	None		

Moved By: F. Desjardins
 Seconded By: C. Nagy
 THAT the Board enter the in-camera session.

CARRIED

1. Call to Order

Dr. S. Robertson, Chair, called the meeting to order at 10:38.

1.1. Quorum

A quorum was present.

1.2. Adoption of the Agenda

The agenda was reviewed.

Moved By: F. Desjardins

Seconded By: C. Nagy

THAT the agenda be adopted as presented.

CARRIED

1.3. Declaration of Conflict of Interest

There were no conflicts of interest declared at this time.

2. Minutes

2.1. Approval of the Minutes

The minutes of the last meeting held on September 26, 2024, were presented.

Moved By: G. Peters

Seconded By: Dr. R. Cardinal

THAT the minutes of the meeting held on September 26, 2024, be approved as presented.

CARRIED

2.2 Business Arising from the Minutes

There was no business arising from the minutes.

3. Matters for Discussion/Decision

3.1 Foundation Update (Dr. S. Robertson / R. Alldred-Hughes)

The Foundation have acquired the services of a marketing firm, Tenzing. An exercise took place at the last meeting to gain information on how the Foundation currently operates and how to get donor stewardship and recognition. A campaign will be launched in December, however, this will not be geared specifically for the CT. It will be focused on the constant need for fundraising. It was noted that the Foundation currently has 1M in investments and that other local hospital raise between 2M-3M per year which means there is lots of work to do to increase the amount raised.

3.2 Chief of Staff Report (Dr. L. MacKinnon)

Dr. L. MacKinnon has started her 3rd year in this role. She reported on her professional development and her involvement in hospital long-term planning.

Recruitment will be done for the Emergency Department and the Inpatient Unit to cover some upcoming leaves. There are currently 4 potential candidates for the Emergency Department.

Work is being done by a committee in order to make MAID more accessible for inpatients.

The Professional Staff Association has a current focus on physician wellness where work is being done on revamping the Physician lounge. A new focus will be established for the next meeting.

The Health Hub continues to be explored in order to increase resources for primary care. Timelines have not yet been established for this as we are still in the early phases of exploring partnership options.

4. Date of next Meeting

Thursday, November 28, 2024

6. Closing Remarks & Adjournment

The meeting adjourned at 11:12.

K-L. Massia, Recording Secretary

Report of the Chief of Staff

October 2024

Recruitment and Credentialing:

- Dr. Rossbach will be requesting medical leave until January, 2025. A request has been made to the group for coverage of his December back-up week.
- Dr. Crevier is expected to request maternity leave for May, 2025.
- We will be advertising for the Inpatient Department after we meet with the new FHO Lead, Dr. Melissa Rivest-Gaudreault, in November, 2024.
- Our ER staffing levels remain stable.

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MINUTES OF THE MEDICAL ADVISORY COMMITTEE MEETING

October 8, 2024, at 12:00pm

Present: Dr. L. MacKinnon Dr. E. El Salibi Dr. D. Read
Dr. D. Pepper

Absent: Dr. C. McCudden R. Alldred-Hughes, CEO Romany, CNE

CALL TO ORDER

The meeting was called to order at 12:05 p.m.

Quorum

A quorum was attained.

Adoption of Agenda

The agenda was adopted as presented.

Motioned by: Dr. D. Read

Seconded by: Dr. L. MacKinnon

THAT the Medical Advisory Committee approve the agenda as presented.

CARRIED

Declaration of Conflict

There was no declaration of conflict noted.

REPORT OF THE LAST MEETING

Approval of the Minutes

The minutes of the last meeting held on June 4 and September 3, 2024 were included in the package and approved as presented.

Motioned by: Dr. D. Read

Seconded by: Dr. L. MacKinnon

THAT the Medical Advisory Committee approve the previous meeting minutes as presented.

CARRIED

STANDING ITEMS

Attendance Summary

The attendance summary was included in the meeting package. S. Laframboise to update the Inpatient and Emergency department attendance (Jul-Sep), then approved as presented.

Motioned by: Dr. D. Read

Seconded by: Dr. L. MacKinnon

THAT the Medical Advisory Committee approve the attendance summary as presented with the addition of the Inpatient and Emergency department attendance (Jul-Sep) updates.

CARRIED

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Physician HR Plan

The 2024-2025 physician HR plan was included in the meeting package and approved as presented or with the following changes:

Inpatient Unit: It was agreed that Dr. Kucherepa should not be counted as part of the inpatient total count as she concentrates fully on Rehab. Dr. Read has recommended the goal to be changed to 8-9, resulting in the need for recruitment of 1-2 inpatient physicians. S. Laframboise and Dr. MacKinnon will use the updated job posting for posting externally.

Emergency Department: Dr. El Salibi provided a brief update on this department and he sees no need for recruitment posting at this time. Dr. El Salibi has a list of interested candidates and will follow-up with these to start. May consider adding one more if the need arises, for now, no need to post for recruitment.

Motioned by: Dr. D. Read

Seconded by: Dr. L. MacKinnon

THAT the Medical Advisory Committee approve the physician HR plan as presented with the noted changes.

CARRIED

BUSINESS ARISING

Appointment Privilege Categories

A discussion was had about community physicians who want to re-credential to have privileges specifically for orders in ED such as blood transfusions, iron transfusions, IV antibiotics that do not need the physician. There are also physicians and NPs who want to recredential for DI purposes only. Dr. MacKinnon will circle back to BLG for guidance and language for those who do not necessarily need to be credentialed to access the services they require.

ER P4R Patient Flow Update

Dr. El Salibi provided an update on the P4R physician short shift which is working very well. The percentage of patients who visited the ED and left without being seen by a physician is making a good impact with August at 6.8%, July 9.3%, and June 10%. The nurses are more aware of the process and which patients to flow through this P4R. K. Duval has educated the nurses which is helping to reduce interruption in flow. The best days of the week were identified by Health Records for previous year data.

Dr. Peffer mentioned that we can also send people to the virtual care on the days that are not covered by P4R (Mon-Fri). Dr. Peffer can provide the details so that we can provide to those 5's that may have to wait. Dr. Peffer will provide information to MacKinnon to look into.

Clarification on past minutes:

The minutes in the previous minutes referred to "please call me before this patient leaves the hospital", for clarity, this is so the radiologist knows that this person is only coming for imaging,

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and they know to call you if there is anything significant. Dr. El Salibi will send an email to the ER physicians to ensure they are aware.

A discussion was had about HGMH by-passing any life or limb status at CCH. Dr. Boubalos recommends that Dr. El Salibi Dr. Tonhtat, speak about this further ED-Chief to ED-Chief..

Dr. El Salibi is also looking to set up an in-person meeting with the Chief in Hawkesbury to discuss why HGH has started refusing Quebec patients.

ITEMS FOR DISCUSSION/DECISION

Pharmacy & Therapeutics:

Policy Revision for SP.02.040.2.22 CADD

The draft policy revision included in the package was reviewed and approved as presented.

Motioned by: **Dr. Peffer**

Seconded by: Dr. El Salibi

THAT the Medical Advisory Committee approve the Policy Revision for SP.02.040.2.22 CADD as presented.

CARRIED

Policy Revision for CL.01.207.0.19 Rabies Vaccine

The draft policy **revision** included in the package was reviewed and approved with the following changes: recommend changing “all bites reportable” to “all animal bites”.

Motioned by: Dr. Read

Seconded by: Dr. El Salibi

THAT the Medical Advisory Committee approve the revised policy for CL.01.207.0.19 Rabies Vaccine with recommendation “all animal to human bites”.

CARRIED

CHAMP Change Request – Add or Change Electrolytes Order for Medicine and Rehab:

The CHAMP change request to Add or Change electrolytes order for medicine and rehab was approved as presented.

Motioned by: Dr.

Seconded by: Dr.

THAT the Medical Advisory Committee approve the CHAMP change request to Add or Change electrolytes order for medicine and rehab as presented.

CARRIED

Policy Approval: Guidelines for Managing Physician Professional Behaviour

The draft policy included in the package was reviewed and approved as presented.

Motioned by: Dr. El Salibi

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Seconded by: Dr. Read

THAT the Medical Advisory Committee approve the Policy Revision Guidelines for Managing Physician Professional Behaviour as presented.

CARRIED

SOP.07.009.0.24 MASIMO RAD67 Pulse Co-Oximeter

The Standard Operating Procedures (SOP) for the MASIMO RAD-67 Pulse Oximeter included in the package were reviewed and approved as presented.

Motioned by: Dr. El Salibi

Seconded by: Dr. Read

THAT the Medical Advisory Committee approve the SOP.07.009.2.24 MASIMO RAD67 Pulse Co-Oximeter as presented.

CARRIED

CREDENTIALS

Nothing to report at this time.

REPORTS

Chief of Staff

Meeting with Deloitte to identify what we can do with our OR. Invited the surgeon consultants, peds at Cheo ophthalmology, looking at what we can do for the hospital, community, etc. Discussions have been had and Deloitte will formalize a plan to present for the future of our OR.

Professional staff Association meeting

Dr. Dale Pepper reported. Next meeting scheduled for October 17, 2024.

THAT the minutes included in the meeting package were reviewed and approved.

CARRIED

Date and Time of Next Meeting

The next meeting is scheduled for November 5, 2024, at 12:00 PM.

Adjournment

The meeting was adjourned at 13:35 pm.

S. Laframboise, Recorder